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TO : Chief, Intelligence School

DATE: 17 September 1956

FROM : Chief, Clerical Training

25 YEAR RE-REVIEW

SUBJECT: Week of 11 - 17 September 1956

1. Numbers in Clerical Induction Training. During the week of 11 September there were 60 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 50 people for the week of 11 September.

3. Results from Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the Entrance-on-Duty employees for the week of 11 September were:

	Tested	Qualified
Shorthand	11	3
Typewriting	22	13

4. Delayed Registration for Professional Typewriting Class. When the Non-clerical Typewriting Class was given in the past, it was possible to distribute announcements to all personnel. As a consequence, the quota was always oversubscribed well in advance of the registration closing date. This year, the information was relayed at training officers' meetings and in the September issue of the OTR BULLETIN. The meeting announcement apparently had limited value and the timing of the issuance of the Bulletin was almost too late to be of value. At the writing of this weekly report, the Registrar reports that there are only four persons who have registered for this course. It is hoped that when the next "early morning class" is offered, individual announcements may be again prepared and distributed.

5. Chief, Clerical Training on Leave. Mrs. [REDACTED], Chief, Clerical Training, will be on annual leave from 17 September through 28 September 1956.

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6. Orientation Course Change. During the past three and a half years, the Clerical Orientation course has been conducted on Monday, Tuesday, and Wednesday of each week. Mr. [REDACTED] has been participating in this program almost from its inception; first, with a lecture on Intelligence and later with an additional lecture on the subject of Communism. Each of the lectures developed into one and a quarter hours.

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Beginning this week, the course is changing its weekly time to Tuesday, Wednesday, and Thursday. Mr. [] is now in charge of the Orientation and Briefing program for all new Agency employees; the time of this program has been changed from Thursday to Monday of each week. As a result, the subject of Intelligence is covered in Mr. [] presentation which he gives on Monday of each week.

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This scheduling has allowed an expansion of some other aspects of the Clerical Orientation course, especially Communism. We will now have three and a half hours on Wednesday afternoon devoted to various phases of this subject. These lectures will be given by members of the staff of the School of International Communism.

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OTR/CT:MAH:jdm (17 September 1956)

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